



Homeland
Security

Today

HRMS Update Memo From Under Secretary Janet Hale

TO: DHS employees
FROM: Janet Hale
RE: Update on new personnel system

December 19, 2003

In continuing my commitment to keep you informed of the DHS Human Resource Management System (HRMS) design process, I wanted you to know where we are in the process of completing the proposed regulations for the Department's new personnel system. These regulations will address changes in pay, classification, performance management, labor relations, adverse actions, and appeals.

As you know, the regulatory process is extremely formal and doesn't provide for the same sort of collaborative give and take that we have worked so hard to achieve over the past year. I will let you know as soon as the proposed regulations are finalized; they are currently scheduled to be published in the Federal Register in early 2004. At that point, we want you to take advantage of the opportunity to provide your feedback on the proposal for the new system. We hope to publish the final regulations after we have considered all the comments.

While the regulatory process restricts me from commenting on any specifics of the proposed system at this time, I can assure you of two important facts:

- No jobs will be eliminated because of the transition to the new system.
- There will not be a reduction in current pay or benefits for employees during the transition to the new system.

Furthermore, the proposed changes will not take place overnight. In fact, most DHS employees will not be impacted by pay and performance management changes until late in calendar year 2005. We're planning a phased rollout of the system to allow time for detailed design, training, and careful implementation. Design teams will include union representatives and rank-and-file employees.

DHS can be proud of what we have accomplished in the past year. You have performed your mission admirably and have ensured the security of our homeland. It is critical that the Department continue to recruit, develop, and retain the best and the brightest employees that our great nation has to offer. The new HR system will give us the ability and flexibility to ensure we maintain our world-class workforce.

The collaborative approach that has been so instrumental in getting us to this point will be even more critical as we move closer to finalizing the proposed regulations. We continue to welcome your feedback and participation in the development of the new system. We encourage you to voice your concerns as soon as the regulations are available for public comment. Until that time, you can continue to send your insights to the HR design mailbox at hrdesign@dhs.gov.

Thank you for your continued interest in this important process.

HR Articles Available On-Line

As part of the Department's efforts to keep employees informed of the Human Resource Management System Design Team efforts and upcoming changes to the personnel system, a variety of related articles have appeared regularly in past issues of *DHS Today*.

Earlier articles provided a summary of the HR Design Team efforts to gather input from a variety of sources on how best to design the new system, including key findings and lessons learned. More recent articles have provided educational information on human resource related topics such as labor relations, the federal regulatory process, market-based pay, and performance management systems.

Now, all articles are available at a glance from the DHS intranet site, DHSONline, at: <https://dhsonline.dhs.gov/portal/jhtml/community.jhtml>

To access the articles, which are sorted by date, click on the Management tab from the homepage, then click on "Personnel," then "New HR System."
